

Template: Appeals Boards

This template is intended to provide standard functions, processes, and operations for Appeals Boards. The intention is to align currently existing bodies to this template, where it makes sense, and to potentially memorialize this template such that it can inform the creation of future bodies.

Appeals Boards	
Definition	The purpose is to provide a forum for residents to appeal certain decisions made by the City.
Applies to	Bodies whose sole purpose is to hear appeals on decisions made by other City entities.

Template Components

- This table includes a column summarizing relevant discussion where Task Force Member opinions differed and vote results, where applicable.

Category	Component	Appeals Board	Relevant Discussion
Member Attributes and Processes	Appointing Authority	No changes to current bodies. <i>Defer decision on if the Task Force wants to recommend or require split appointments for future bodies.</i>	
	Appointment Confirmations	No changes to current bodies. <i>For future bodies: no confirmations; appointments are effective immediately, however BOS may veto with a 2/3 majority within 30 days (standardize to language under § 3.100.18).</i>	<i>Discussed that it's odd to allow BOS to veto Mayoral picks but not to allow Mayor to veto BOS picks. Ultimately decided to leave as-is.</i>
	Member Removal	Agreement that members are removeable, but that removal is not at will. <i>Defer the decision on the details.</i>	<i>Task Force Members agreed that the threshold for removal should be higher than at-will but lower than only removal for official misconduct. Concerns about balancing limitation of the ability of any new administration to clean house with being able to remove ineffective members. Need to define the exact threshold is later.</i>
	Term Lengths	4-year terms	
	Term Limits	3 terms maximum	
	Qualifications	Require qualifications; authorizing legislation should include specifics dependent on the needs of the body.	

Category	Component	Appeals Board	Relevant Discussion
	Compensation and Benefits	<i>Exclude from template.</i>	
Body Operations and Attributes	Establishing Authority	<i>Defer decision</i>	<i>Most proposed that Appeals Boards should only be in Administrative Code, but did not come to agreement. Also need additional discussion to determine how this decision would apply to current bodies.</i>
	Sunset Dates	None Require evaluation of workload and purpose every 5 years.	
	Commission Size	3 – 7 members	
City Oversight	Policymaking	No authority to set policy. May provide recommendations on code/policies.	

The following components were removed, based on Task Force input:

Component	Reasoning
Compensation and Benefits	Some compensation likely appropriate, want to exclude from templates. Defer decision to revisit at a later date.
Required output and activities	Suggested language did not feel applicable to Appeals Boards.
Statement of purpose and general responsibilities	Should be determined by authorizing legislation and based on need; not needed in template.